

SUPERVISING GROUNDSKEEPER II
OPEN-NONPROMOTIONAL EXAMINATION
STATEWIDE

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES



SALARY RANGE: \$3,497 - \$4,201 (Range A)*
FINAL FILING DATE: DECEMBER 31, 2008

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY This is an OPEN-NON PROMOTIONAL STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits apply.

HOW TO APPLY Applications are available upon request and may be filed in person or by mail. Resumes alone will not be accepted. Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
ATTN: GUSTAVO ORTEGA
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUESTIONS If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, Gustavo Ortega, **Exam Analyst at (916) 376-5431.**

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

MINIMUM QUALIFICATIONS Either I
One year of experience performing the duties of a Supervising Groundskeeper I in the California state service.
Or II
Experience: Two years of supervisory experience in planting and cultivating flowers, trees, lawns, and shrubs, and in general grounds maintenance work at public parks, institutions, large private estates, or in commercial nurseries landscape work or highway landscaping work. (Completion of a two-year non-degree course in landscape design or landscape gardening may be substituted for one year of the required experience.)

ADDITIONAL DESIRABLE QUALIFICATION Education equivalent to completion of the twelfth grade.

THE POSITION Under direction, to supervise and be responsible for landscaping and grounds maintenance at one of the largest State landscaping installations; to supervise and instruct assistants in this work; to inspect large contract landscaping projects for compliance with contract specifications; may instruct, lead, or supervise inmates, wards or resident workers; and to do other related work. Positions are located statewide.

EXAMINATION INFORMATION **QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%**
The Examination consist of a Qualification Appraisal Interview weighted 100%. The QAP will consist of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION.** It is anticipated that interviews will be conducted during Jan/Feb 2009 in Sacramento and Los Angeles. Additional locations will be scheduled if the need warrants. .

SEE REVERSE FOR ADDITIONAL INFORMATION

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California Relay (Telephone) Service for the Deaf/Hearing Impaired: From TDD 1-800-735-2929, From Voice 1-800-735-2922

*The Department does not use Range B.

BENEFITS	<div>Depending on your appointment, the State of California offers an attractive benefits package that includes:</div> <div><div><div><div><div>• PERS reciprocal</div><div>• PERS Member Home Loan Program</div><div>• Dental plan for employee and dependents</div><div>• Vision plan for employee and dependents</div><div>• Health plan for employee and dependents</div><div>• Vacation leave, sick leave and holidays</div></div><div><div>• Group Legal Services Plan</div><div>• Life Insurance Plan</div><div>• Deferred Compensation Plan or Savings Plus</div><div>• Flex Elect Program (a voluntary program which offers significant tax advantages and can increase your take home pay)</div><div>• Employee Assistance Program</div></div></div></div></div>
SCOPE	<div>In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:</div> <div>Knowledge of:<div><div>1. Modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers, and lawns and skill in their use;</div><div>2. Plant pests and diseases and methods for their control and eradication;</div><div>3. Methods, materials, equipment, and tools used in gardening work;</div><div>4. Principles of effective supervision;</div><div>5. Department's Equal Employment Opportunity Program objectives;</div><div>6. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.</div></div></div> <div>Ability to:<div><div>1. Read and write English at a level required for successful job performance;</div><div>2. Plan, organize, and direct the work of others;</div><div>3. Identify flowers, trees, and shrubs commonly grown in California;</div><div>4. Plan minor ground beautification projects;</div><div>5. Direct the layout and repair of roads and walks;</div><div>6. Maintain sprinkling and drainage systems;</div><div>7. Inspect contract landscaping work for compliance with contract specifications;</div><div>8. Read and interpret landscaping plans and specifications;</div><div>9. Prepare budget estimates and reports;</div><div>10. Analyze situations accurately and take effective action;</div><div>11. Effectively contribute to the department's Equal Employment Opportunity objectives.</div></div></div>
ELIGIBLE LIST INFORMATION	<div>An OPEN NONPROMOTIONAL STATEWIDE eligible list will be established for the Department of General Services. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</div>
VETERANS’ PREFERENCE	<div>Veterans’ Preference Credit will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1,1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.</div>
CAREER CREDITS	<div>Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See “General Information” on this bulletin for information regarding career credits.)</div>

GENERAL INFORMATION

It is the candidate’s responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

Veterans’ Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans’ preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans’ preference are on the Veterans’ Preference Application form which is available form the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who meet all qualification requirements specified by the Board and have 12 consecutive months service in an exempt position, and 3) individuals who have served one full year, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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